




Note: Do **NOT** Create Request for Cost Center or Change Position's Manager/Location or use any other Workday process to add or remove workers from a matrix location. Follow the steps below to assign/remove intermittent and permanent shared workers at the beginning/end of a season. This will allow the appropriate manager/GSS to enter/approve time sheets and time off requests.

LOCATE MATRIX MANAGER




Note: The purpose of steps 1-4 below is to find the person(s) who is (are) allowed to submit matrix assignments.

1. Type the name of location (town) in the Search box

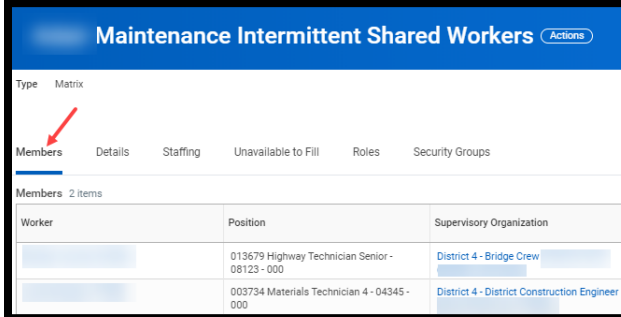


2. From the Search Results, click on the desired location



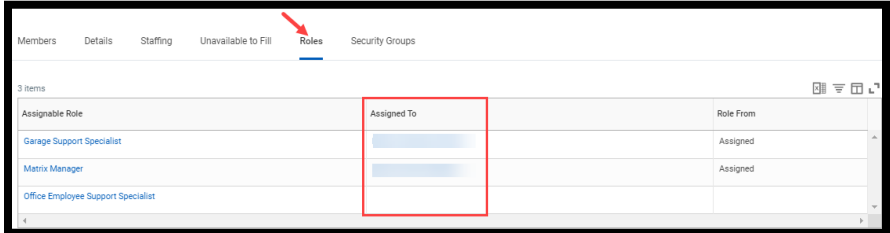
Town Maintenance Intermittent Shared Workers - Matrix Organization

3. The results will show members currently assigned to that location



Worker	Position	Supervisory Organization
	013679 Highway Technician Senior - 08123 - 000	District 4 - Bridge Crew
	003734 Materials Technician 4 - 04345 - 000	District 4 - District Construction Engineer

4. Click Roles to find the matrix manager/matrix GSS



Assign Role	Assigned To	Role From
Garage Support Specialist		Assigned
Matrix Manager		Assigned
Office Employee Support Specialist		

ASSIGN EMPLOYEE TO MATRIX



Note: Matrix manager where employee will be working needs to assign the worker at the beginning of the season in order to approve the time off entry for the worker.

1. Type part or all of **Assign Matrix Member** in the Search box

2. Click on **Assign Matrix Member**
3. Type or use calendar icon to enter an **Effective Date**



Note: When possible, make the beginning of a pay period the effect date to assign a member to a matrix.

4. Click the menu icon in the **Matrix Organization** search box

5. Click the organization to assign worker

6. Click **OK**
7. Type the name of the employee in the **Worker** search box
8. Press the **Enter** key



Note: The information in the **Position** search box will auto fill.

9. Click **Submit**

REMOVE WORKER FROM MATRIX



Note: Matrix manager needs to remove the worker at the end of the season in order to return the worker to his/her supervisory organization for time entry approval.

1. Type part or all **Remove Matrix Member** in the Search box

2. Click on **Remove Matrix Member**
3. Type or use calendar icon to enter an **Effective Date**



Note: When possible, make the beginning of a pay period the effect date to remove a member from a matrix.

4. Click the menu icon in the **Matrix Organization** search box

5. Click the organization to remove worker
6. Click **OK**
7. Type worker's name or click the menu icon in the **Worker** search box

8. Click on the worker to remove



Note: The information in the **Position** search box will auto fill.

9. Click **Submit**